



## CITY OF LODI

## COUNCIL COMMUNICATION

AGENDA TITLE: Assistance in Obtaining Intermodal Surface Transportation Efficiency Act (ISTEA) Funding

MEETING DATE: February 17, 1993

PREPARED BY: Assistant City Manager

RECOMMENDED ACTION: That the City Council authorize the City Manager to enter into a personal service contract with James Brown and Associates to assist in obtaining Intermodal Surface Transportation Efficiency Act (ISTEA) funding. These are Federal transit funds.

BACKGROUND: The City of Lodi became eligible for Federal Transportation funds in July 1991. We are eligible to receive approximately \$500,000 per year, nearly one-half for operations and one-half for capital.

In order to utilize our Transportation Development Act (TDA) funds, we must first avail ourselves of ISTEA funds. The San Joaquin County Council of Governments (COG) will not approve our claim unless we have or will utilize the Federal dollars. We can use our TDA funds to match the Federal dollars.

The match to receive ISTEA funds is 20% for operations and 50% for capital. It is our understanding these funds can be held for three years.

Unfortunately, these funds do not come to us like revenue sharing. The City must submit a rather complicated application, then follow rules and regulations, and what has been described as cumbersome reporting requirements.

We have been told that once an agency is tied into the system and the necessary systems of collecting data are established and proper operating procedures put in place, it is not a complicated process. However, accomplishing these tasks requires some knowledge and effort.

We have contacted COG and been informed they have no one on staff who has the knowledge and time to provide the necessary assistance. We contacted Stockton Metropolitan Transit District (SMART), requesting help. They have someone on staff who is familiar with the system; however, because of internal situations, they cannot provide the amount of time needed. CALTRANS administers the program and is not in a position to help us.

The City does not have anyone on staff that possesses the required knowledge. We do have the staff person on board who will do this work. The bottom line is that we must obtain some training and familiarization for Ms. Keeter.

APPROVED

JGISTEA.CC/TXTA.01V

  
THOMAS A. PETERSON  
City Manager



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We feel the best method of obtaining the necessary training is to provide "hands-on" assistance in putting together the claim, assist us in establishing the necessary systems to collect the data in a manner that allows proper reporting, and developing appropriate operating policies and procedures to meet Federal guidelines.

Both COG and CALTRANS suggested we contact James Brown and Associates to provide the necessary assistance in this endeavor. We have contacted Mr. Brown and he has indicated his willingness to assist us. Mr. Brown has served as a consultant to California Transportation Insurance Plan (CALTIP), which provides our liability insurance for our transit system. He reviewed our system before our joining CALTIP, so has some familiarity with our system. With that knowledge and the suggestions of COG and CALTRANS, we are confident he can help us.

He has quoted us a price of \$70.00 per hour. It is requested that we enter into an agreement with him for 100 hours. If this time is not sufficient, we will return to Council with a status report and a request for additional authorization. Funding for this can be 100% funded with TDA funds.

FUNDING: Transportation Development Act funds.

Respectfully submitted,

  
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Jerry L. Glenn  
Assistant City Manager

## **PROFESSIONAL PROFILE**

**JAMES E. BROWN**

**James E. Brown & Associates**

### **QUALIFICATIONS:**

Nineteen years of increasingly responsible management. administrative and planning experience in the public sector including:

- \* Transit Management
- \* Contract Administration
- \* Transit Planning
- \* Transit Financing and Budgets
- \* Legislative Monitoring and Reporting
- \* System Design
- \* Grants Administration
- \* Marketing and Media Relations
- \* Labor Relations

### **EMPLOYMENT HISTORY:**

June 1979 to  
Present

**Transportation Consultant**  
James E. Brown and Associates

Principal consultant and team coordinator on transit management, planning, implementation, facility design and evaluation studies for various clients including Cities, Counties, Joint Powers Authorities, and Transit Districts, RTPA's and the State of California. Responsibilities include preparing proposals, study design, analysis, presentation of recommendations, consultation with clients, and all aspects of project management.

June 1983 to  
February 1987

**Transit Manager**  
Hub Area Transit Authority  
Yuba City, California

Responsibilities included the management of a transit program with a \$1,000,000 operating budget and \$650,000 capital program, including program and grants management, supervision of agency contracts, planning, marketing, legislative action and program administration. I reported to the Hub Area Transit Authority Board of Directors which is made up of elected officials from the member cities and counties. I worked closely with Board members and committees, federal, state and local agencies, contractors and the public. While at HATA I was elected to the California Transit Association Executive Committee and served on the legislative, insurance and financing committees.

**PROFESSIONAL PROFILE**

Telephone: (916) 927-8784

**JAMES E. BROWN**

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**EMPLOYMENT HISTORY (Continued):**June 1974  
June 1973**Associate Planner**  
Sacramento Area Council of  
Governments  
Sacramento, California

Major responsibilities include the development, management and supervision of transportation and transit studies including Short Range Transit Plans, transit system design and start-up studies, grants preparation and administration, compliance planning studies, legislative monitoring and reporting, performance audits and system evaluations. I was also responsible for the coordination of transportation planning activities with the administration of the Transportation Development Act. While at SACOG I was also responsible for organizing the Employee's Association and representing the Association employees in the negotiation of the annual contract and all aspects of the labor-management relationship.

November 1973 to  
May 1974**Assistant Planner**  
Council of Fresno County  
Governments  
Fresno, California

Prepared regional planning studies and federal grant applications and administered the rural transit citizen participation program.

February 1973 to  
November 1973**Planning Analyst**  
City of Fresno  
Fresno, California

Researched and prepared sections of the transportation, land use, economic and urban growth elements of the metropolitan area general plan. Conducted benefit cost analysis of urban growth and annexation policies.

**EDUCATION;**Master of City and Regional Planning, 1978  
California State University, Fresno, CaliforniaBachelor of Arts, Geography and History, 1970  
Montclair State College, Upper Montclair, New JerseyCertificate in Public Sector Labor/Management Relations  
University of California, Davis, University Extension

## **JAMES E. BROWN AND ASSOCIATES**

### **RELEVANT WORK EXPERIENCE**

James E. Brown, as an individual and as James E. Brown and Associates, brings to the project a wealth of experience in transportation planning and analysis, performance audits, program design and evaluation, transportation financing, grants management, personnel and labor relations, insurance and risk management analysis, transit operations and management. A partial list of projects that James E. Brown has been involved in, either as a consultant or in agency employment include:

#### **Short Range Transit Plans:**

- Hub Area Transit Authority (1978, 1981, 1985-86)
- Yolo County (1979, 1982)
- South Sacramento County (1979, 1982-83)
- Roseville (1982-83)
- Oroville Urban Area/Butte County (1987)
- Colusa County Transit System (1988)
- Humboldt Transit Authority (1989)
- Tehama County (1990) [In association with James E. Emerson]
- El Dorado County (1990)
- Western San Bernardino Mountains (1991-92)

#### **Transit Operations Studies and Projects**

Sacramento County, TRACS, Dial-a-Ride, Request for Proposals (1992)

Sacramento County, South Sacramento County Concilo/TRACS Transit Analysis (1992)

SunLine Transit Agency "Paratransit Services Request for Proposals" (In Association with Pat Piras Consulting 1991)

City of Paso Robles, Transit Analysis and Request for Proposals (In Association with Pat Piras Consulting, (1990/91)

Sacramento Regional Transit District "Fixed Route Transit Operations Request for Proposals" (1989)

Napa County Transit Services Request for Proposals (In Association with Pat Piras Consulting 1988)

Napa County Transit Contract Monitoring and Evaluation (In Association with Pat Piras Consulting 1989-90)

Nevada County Transit Services Request for Proposals (1986-87)

Chico Area Transit Study and System Design (1980-81)

Sacramento Urbanized Area Elderly and Handicapped Transportation Services Policy Plan (1982-83)

Facility relocation analysis and design study for Hub Area Transit Authority (1985-86)

Facility relocation analysis and design study for Colusa County Transit System (1988)

Facility location analysis and design study for Humboldt Transit Authority, as part of the Short Range Transit Plan (1989)

Sacramento Regional Transit District 504 Program Plan (1988)

Butte County Association of Governments - Ridership Profile and System Analysis for the Oroville Area Transit System and the Oroville Express (1989)

El Dorado County Local Transportation Commission - Ridership Profile and Survey of Transit Needs for the Western Slope (1989)

City of Galt, Transit Study (1992)

#### Performance Audits of Transit Operators and RTPAs

Jim Brown was the Project Manager responsible for the development of the first performance audit guide adopted and used by the Sacramento Area Council of Governments in 1979/80. Jim Brown was also the SACOG Program manager for performance audits of the Sacramento Regional Transit District, Hub Area Transit Authority, Unitrans, Davis Special Services, Yolo County MiniTrans, and Folsom Stage Lines in 1980.

Performance Audit of the San Bernardino Associated Governments (In Association With Pat Piras Consulting 1988-89)

Performance Audits of Yolo County Transit Operators - Unitrans, Davis Special Services, YoloBus and Minitran. (In Association With Pat Piras Consulting 1989)

Performance Audit of South Sacramento County TRACS Program operated by the Galt Community Concilio, Inc. (In Association With Emerson Consultants and Pat Piras Consulting 1991/92)

### Labor Relations and Personnel Management

Jim Brown has extensive experience in the area of labor relations and personnel management from the perspective of both labor and management. Jim Brown an officer in the employee associations of the Council of Fresno County Governments and the Sacramento Area Council of Governments. In that capacity he was responsible for the negotiation of numerous Memoranda of Understanding and personnel policies. He also represented the employees in studies of performance evaluation procedures, layoff policies, alternative benefit programs and retirement programs. Jim Brown also completed the U.C. Davis Extension Program in Public Sector Labor Management Relations. Jim Brown's management experience includes SACOG, serving as Transit Manager for the Hub Area Transit Authority and through his consulting practice.

### Insurance and Risk Management

Jim Brown was instrumental in the formation of the California Transit Systems Joint Powers Insurance Authority (CalTIP) and served as the lead consultant from April 1987 through December 1990. Through this program and the studies leading to its' implementation Jim Brown has developed a broad range of experience in both insurance and risk management.

CITY COUNCIL

PHILLIP A. PENNINO, Mayor

JACK A. SIEGLOCK

Mayor Pro Tempore

RAY G. DAVENPORT

STEPHEN J. MANN

JOHN R. (Randy) SNIDER

# CITY OF LODI

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THOMAS A. PETERSON  
City Manager

JENNIFER M. PERRIN  
City Clerk

BOB McNATT  
City Attorney

March 12, 1993

James E. Brown  
James E. Brown and Associates  
P. O. Box 2462  
Sacramento, CA 95812

Dear Mr. Brown:

The Lodi City Council at its February 17, 1993 meeting approved the agreement between your firm and the City to provide consultant work to procure Federal Transit Administration (FTA) Section 9 grant monies.

Attached is a fully executed original copy of said agreement for your file.

Your assistance in this regard is appreciated.

Sincerely yours,



Vera Crété  
Legal Secretary

attachment

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